



CONTRACT USER GUIDE



How to Use the VEH92 Traffic Safety Products Statewide Contract

Contract #: VEH92	Contract Duration: 3/29/2012 to 2/29/2016
MMARS #: VEH92*	Options to renew: None
Contract Manager: Sara Urato, 617-720-3319, sara.urato@state.ma.us	
This contract contains: Environmentally Preferable Products (EPP), Prompt Payment Discounts (PPD), and Supplier Diversity Program (SDP)	
Last Updated: 11/12/2014	

Contract Summary

This contract is a piggyback contract off of New York State's Group Contract 36812 for Traffic Safety Products. This has been awarded for specific Traffic Calming Devices, including plastic traffic cones, flexible delineator posts and channelizers, produced with recovered materials content as defined by bid specifications and listed herein. This is an abbreviation from the New York State Award Notification; please see Award Notification for more information.

Lot I - TRAFFIC CONES – One-Piece Design, Standard & Tall: Awarded to Work Area Protection

Lot II - TRAFFIC CONES – One-Piece Design, Standard & Tall: Awarded to Traffix Devices, Inc.

Lot III - CHANNELIZER DRUMS: Awarded to Work Area Protection

Lot V - FREESTANDING TUBULAR MARKERS: Awarded to Traffix Devices, Inc.

Benefits and Cost Savings

- Competitive Pricing
- Multiple Vendors

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: Purchases will be direct, outright purchases with no delivery charges. Additional fees may be charged when delivery to point of use is not possible via dock, any other door, stairway or elevator freight services when specialized service is requested in writing by the purchaser.

Pricing and buying details: Contract prices for all LOTS shall be firm except that price adjustments will be permitted in accordance with the "Price Adjustments" provisions, price adjustments can be found on COMMBUYS under the 'Attachment' tab.

Additional Information

Minimum Order – There are minimum orders for Lot I and II of 20 cones, Lot III of 10 drums, and Lot V of 50 markers. There is a minimum order of \$250 for accessories from any lot where the items are being ordered separately. Accessories added to orders for principles components that exceed the minimum will be treated as fulfilling the minimum.

Contractors have stated they will honor less than the minimum order, for such orders, the contractor's option shipping costs from the contractor's address may be added to the invoice with a copy of the freight bill.

DELIVERY:

General - Delivery time is expressed by the average (or usual) number of calendar days normally required to ship and complete the product delivery after receipt of a purchase order (ARO). Product will be required as soon as possible and delivery may be considered by an agency issuing a purchase order. (Note that the 30 day delivery provision of Appendix B, Section 45 - PRODUCT DELIVERY is modified by this part of "DELIVERY".)

Purchase Order Instructions - Delivery shall be made in accordance with instructions on purchase order from each agency. If there is a discrepancy between the purchase order and what is listed on the contract, it is the contractor's obligation to seek clarification from the ordering agency and, if applicable, from the Office of General Services, Procurement Services Group.

Shipping Dates and Delivery Time -

- Contractor shall provide written acknowledgement of orders within five (5) business days after receipt of order which will include an anticipated shipping date of each order
- If shipment will not be made within the delivery time, the contractor is required to notify the agency in writing at least two weeks prior to the latest date of the original delivery obligation. This notification must include the reasons for the delay and the latest date the product will be shipped. Should the delay not be acceptable to the using agency, appropriate contract default proceedings will be initiated. Failure to supply timely written notification of delay may be cause for default proceedings.
- All correspondence on shipping dates and delivery time shall be directed to the ordering agency's contact person.

Summary of Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a zero line item catalog in COMMBUYS. There are 2 vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order. Vendor prices are based off of the United States Department of Labor Producer Price Index (PPI) and a pricing adjustment. Each vendor has one catalog line.

How to place an order

- Once a quote is obtained and selected the ordering process is as follows:
- Initiate a new requisition
- Search for an item (Use VEH92) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line

- Enter the total price
- Attach the vendor quote
- Submit for approval

Where to Find Contract Information on COMMBUYS

There are 2 vendors on this contract and each vendor contract has been assigned a unique Master Blanket Purchase Order (MBPO) number. The Award Notification and pricing adjustments are located in the attachments tab on each MBPO.

[PO-14-1080-OSD01-OSD10-00000000555](#) – Work Area Protection Corporation

[PO-14-1080-OSD01-OSD10-00000000560](#) – Traffix Devices Inc.